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17 April 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM: Henry P. Mahoney  
Director of Logistics

SUBJECT: Report of Significant Logistics Activities for  
the Period Ending 16 April 1986

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1. Events of Major Interest That Have Occurred During the  
Preceding Week:

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\* c. OL has set aside 40,000 square feet of proposed  
construction in the [ ] complex for a satellite printing  
facility for FBIS and JPRS unclassified publications. This

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25X1 decision is the result of an intensive study which analyzed alternative sources for printing unclassified documents. It was concluded that a satellite printing plant would be more feasible in terms of long-range goals. The Chief of the Printing and Photography Division has organized a planning group to provide the Real Estate and Construction Division with the specifications required to design a satellite printing plant. [ ]

25X1 \* d. OL is making changes to the Office of Public Affairs video program entitled CIA and Its People at the request of the DCI and the EXDIR. When completed, this video production will be available in 16mm film and in all video cassette formats and shown to all EOD's and public affairs/recruiting activities. The changes to this program will be completed by 25 April. [ ]

e. OL reports the following repair and renovation work in the Headquarters Building:

(1) Work will begin on the Cafeteria reroofing effort on 21 April.

25X1 (2) Work on the second floor reroofing around the courtyard, which began on 17 February, should be completed by 31 May. [ ]

25X1 (3) The renovation of the Fine Arts Commission Exhibit Hall in the 1D corridor of is scheduled for completion on 21 April. [ ]

25X1 \* f. On 14 April, the New Building Project Office, OL, chaired the Traffic Advisory Committee (TAC). The purpose of the meeting was to complete the review of the proposed design for Route 123, which is 30 percent complete. At the meeting the Virginia Department of Highways and Transportation provided a briefing on the design. The Director of Logistics will brief the DDA on the approved design. [ ]

25X1 g. OL reports that the contractor responsible for the construction of the new Security Control Centers located at Route 123 and the George Washington Memorial Parkway entrances and the Headquarters compound lighting, paving, etc., continues to make excellent progress. The structural columns for the new Route 123 Security Control Center are underway. Replacement of curbing, sidewalks, and parking lot surfaces in the south lot and east ring road areas is on schedule. [ ]

25X1 h. OL received bids for the [ ] Building  
25X1 renovation project on 14 April. The contract award will be  
made on 18 April. [ ]

i. The Procurement Division, OL, is soliciting 21  
companies in a competitive procurement for systems integration  
support services for the COMIREX Automated Management  
Program. This program supports signal collection and analysis  
for the intelligence community. The estimated dollar value of  
this procurement is \$2 million. The anticipated contract  
25X1 award will be 1 October. [ ]  
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\* k. OL received a priority request from the EXDIR's  
25X1 office on 11 April for five IBM 3270 Personal Computers (PC's)  
[ ] and peripheral items. By close of business the  
same day, all items had been ordered and the delivery was  
requested as soon as possible. The IBM PC's are to be shipped  
on 18 April, the Versitron convertor boxes are to be shipped  
on or before 2 May, and the Syquest Disk Drives are to be  
shipped on or before 19 May. Both Versitron and Syquest are  
25X1 attempting to improve their delivery dates to correspond with  
the delivery of the IBM PC's. [ ]  
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25X1 n. The OL Blue Collar Midcareer Course was held  
14 through 17 April [redacted] A  
25X1 reception will be held on 17 April to wrap up the course and  
present certificates of completion. [redacted]

2. Significant Events Anticipated During the Coming Week:

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[redacted]  
Henry P. Mahoney

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INFORMATION AND MANAGEMENT SUPPORT STAFF  
WEEKLY REPORT FOR PERIOD ENDING 16 APRIL 1986

1. Progress Report on Tasks Assigned by the DCI/DDCI:

No tasks assigned during this reporting period.

2. Items or Events of Major Interest that have Occurred During the Preceding Week:

A. DAS

(1) The Logistics Overtime Tracking System (LOTS) is undergoing a series of minor changes, at the request of P&PD and FMD. LOTS is gradually migrating towards a time and attendance system rather than documenting just the use of overtime. Modifications are being done on a time-as-available basis; no problems are being encountered.

(3) Upon request from OL/B&F, Data Control Branch, SD has resumed generating several monthly financial reports that provide total dollar value on certain transaction codes and certain financial analysis codes. The need for these reports will continue through year-end cutoff. (W. Higgs x8232)

B. Regulations

(1) IMSS actions on regulations included the following:

Employee Bulletin, "Buckling Up for Your Safety," forwarded to C/RPD/OIS.

LAN 86-3, "Kickoff For The Logistics Conference," forwarded to C/OC/OL-ISC.

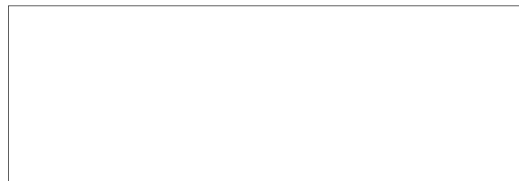
LI 10-24-65, "Procedures for the Handling of Top Secret Material and Sensitive Document Control," forwarded to D/L.

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PRINTING AND PHOTOGRAPHY DIVISION  
WEEKLY REPORT FOR PERIOD OF  
10 April - 16 April 1986

I. Items or Events of Major Interest that have Occurred  
During the Preceding Week

NO A. The Office of Logistics, Printing and Photography Division (OL/P&PD) is continuing to correct and proof the tabular material for the Congressional Budget Justification Book (CBJB) volume 4 (Air Force). Changes in these Air Force tables were influenced by the Gramm-Rudman-Hollings Act. Corresponding revisions in Volume 1 (Intelligence Community Staff) will be made after Volume 4 is finalized. A completion date for volume 4 has not been established.

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NO B. The unclassified version of the 1986 World Factbook will be composed solely on the Office of Logistics, Printing and Photography Division's (OL/P&PD) new Xyvision electronic composition system. Last year's edition of the "Factbook" required more than 112 manhours to compose. This year's publication will take approximately 50 manhours due to the Xyvision's powerful page make-up capabilities. Page proofs of this publication will be ready by Thursday, 17 April 1986.

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 YES  
 D. The Office of Logistics, Printing and Photography Division (OL/P&PD) is continuing to study alternative sources for the production of unclassified printing, specifically the FRIS and IPRS publications. During this study, the feasibility of using outside contractors and/or a satellite printing plant were considered. Representatives from P&PD concluded that the satellite printing plant would be a more feasible solution in terms of long-range goals. As the study proceeded, P&PD requested that Real Estate Construction Division (RECD), set aside 40,000 sq. ft. in the new Reston complex for this project. Last week representatives from RECD informed P&PD that the division satellite printing plant would be included in Reston Building "C" pending congressional approval. The Chief of the Printing and Photography Division has assembled a planning group to provide RECD with the specifications required to design a satellite printing plant. *of proposed construction*  
 E. On Tuesday, 15 April 1986 a representative from the Printing and Photography Division, Office of Logistics (P&PD/OL) will assist a representative for the Facilities Management Division (FMD) in acquiring some details about the P&PD physical plant. These details include ceiling heights, information about the chemical mix facility, plumbing network, and other special features required by the Printing and Photographic environments. This information will be combined with previously collected data on equipment to form the new P&PD Facility Baseline Document which will contain a detailed description of all of the physical plant requirements of the Division. *OL*  
 NO  
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YES  
 F. The Office of Logistics, Printing and Photography Division (OL/P&PD) is working on two small changes to the Office of Public Affairs (OPA) program entitled CIA and Its People. These changes are being made at the request of the Director of Central Intelligence (DCI) and the Agency's Executive Director (EXDIR). When completed, CIA and Its People will be available in both 16mm film and all video cassette formats. This P&PD production will be shown to all EOD's and will be used for Agency Public affairs/recruiting activities. The changes to this program will be completed by 25 April 1986. *this video*  
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NOT ENOUGH  
INFO TO  
MAKE A  
MEANINGFUL  
CONTRIBUTION!

NO \* G. On Thursday, 10 April 1986 the Directorate of Intelligence, Office of Current Production and Analytical Support (DI/CPAS) contacted the Office of Logistics, Printing and Photography Division (OL/P&PD) with a request to have a photograph taken of a highly sensitive object on behalf of the Director of the Office of Scientific and Weapons Research (D/OSWR). OSWR requested that only one person from P&PD handle this project because of its sensitive nature. The object was photographed by 1400 hours on the day of the request and prints were delivered to OSWR by 1200 hours the following day.

25X1 H.X The Headquarters Auditorium will be closed between 16 June through 3 July 1986 for annual repainting.

STAFF  
NOTES II. Significant Events Anticipated During the Coming Week

None

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FACILITIES MANAGEMENT DIVISION, OL  
WEEKLY REPORT PERIOD ENDING 16 APRIL 1986

1. Events of Major Interest That Have Occurred During the Preceding Week:

a. The current status of the 2G, 6E and 6F corridor renovations at Headquarters for the DDI Counterterrorist Center (CTC) project is as follows: On 11 April the construction contract was awarded to the firm of Gilles and Cotting for \$163,300. A \$15,000 bonus will be awarded if this project is completed ahead of schedule. Demolition work started on 14 April.

The proposed target date and phasing for this new construction is as follows:

Phase I: Work in the 6F corridor, 7,000 square feet, started on 14 April 1986 and will be completed no later than 3 May 1986.

Phase II: Work in 2G corridor, 2,800 square feet, will start no later than 2 June 1986 and will be completed no later than 27 June 1986.

Phase III: Work in 6E corridor, 2,000 square feet, will start no later than 7 July 1986 and will be completed no later than 28 July 1986.

b. The Agency has let a construction contract with Suburban Contractors, Inc. in the amount of \$119,672 for renovation of 2,500 square feet of space in GA02/06 Headquarters for DDO/IMS. Work began on 17 March 1986 and the scheduled completion date is 16 May 1986.

c. ~~Allied has let a contract with Marshall and Fortier to reroof the cafeteria. Work is scheduled to begin on 21 April 1986. This project has been coordinated with New Building Project Office to avoid interference with construction of the New Headquarters Building.~~ *Eastern Area Maintenance operation* *Headquarters building repairs that the work is scheduled to begin on 21 April.*

d. ~~Work on the Headquarters Building second floor reroof around the courtyard, which began on 17 February, should be completed by 31 May 1986. The work is 42 percent complete. During the week of 14 April, five roof lights will be removed and will not be replaced for approximately two months.~~ *OL reports that work will begin on the Headquarters cafeteria re-roofing effort on 21 April.*

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*Fine Arts Commission*

g. The renovation of the ~~PAC~~ <sup>Building</sup> Exhibit Hall in the 1D corridor of Headquarters is scheduled for completion on 21 April. ~~Universal Craftsmen finished installation of the ceiling and panel carrying track. Sanding, removal of temporary barrier walls, painting and light hookups will be finished this week.~~ ☐

2. Significant Events Anticipated During the Coming Week:

None

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Chief, Facilities Management Division, OL

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